



Property Asset Management
Lost/Stolen Affidavit

Property Accountant

Date H T E
Updated

Acquisition Date

Acquisition Cost

Date Submitted

Phone

Phone

Department

Custodian Name

Department Head Name

Submission of this affidavit confirms that a diligent search for the following property has been conducted and the property cannot be found.

The property is believed to be: _____ Lost _____ Stolen (attached Police Report)

Date Discovered:

Describe the circumstances
surrounding the missing
property

State the measures that will
be taken to prevent further
loss or theft

Additional Comments

Asset ID/
Tag #

Description

Serial Number

Employee/Custodian
Name that was
assigned property

Property's Assigned Location